

**Excellence in Transportation**

**Geology's BSC**

*Provide high quality, timely, and innovative solutions to geotechnical problems*

GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	LAST YEAR
<b>Develop Employees</b>						
	% of employees meeting training hours per individual PMIs		100%	TBD	Meet with all Geology Supervisors following PMI Appraisals, Oct. 1 to evaluate % employees meeting this measure.	100% (FY14)
	# of employee (first level) visiting construction sites		90%	TBD	Field site	
		<i>Continue to offer IDPs to employees</i>			Provide mentoring and shadowing opportunities. Including internal cross training. Tie to PMI's.	
		<i>Provide leadership and job skills training</i>			Review options for training with supervisors at PMI Planning and Mid Year Reviews	
		<i>Continue to recognize employees through various means</i>				
		<i>Continue to use PMI to develop employees</i>			Provide appropriate feedback	
		<i>Provide employees (P.G.'s) opportunity to visit construction projects</i>				

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<b>Improve Efficiencies</b>					Financial, equipment, personnel	
	% reduction in late PCS activities		30%	TBD		
	# of meetings to discuss and update office workload schedule		At least 1 per quarter	TBD	Track # meetings, these are usually held once every two months.	
	% of equipment maintained on schedule		At least 90%	TBD	Drill Foreman tracks maintenance records	87% (2013) 87% (2012) 63% (2011)
		<i>Update office schedule regularly to help set priorities and improve time</i>			Updating usually completed prior to and following completion of weekly field work.	
		<i>Enhance the use of available technology for data management (internal and data sharing)</i>			For example: landslide database (James), Falcon and electronic filing (Holly) and gINT (Kirk). gINT included in Efficiency Report to Governor.	
		<i>Hold periodic brainstorming sessions to improve efficiencies</i>			Brainstorm topics off or on site.	
		<i>Research new drilling tools and methods</i>			Review this prior to Safety Meetings, tie to PMI goals.	
		<i>Continue to schedule equipment maintenance</i>			Review required maintenance schedules weekly, monthly.	

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<b>Adapt Geology Operations</b>					Modify investigative methods, analysis to meet the needs of FDR or other designs. Provide technical support, design verification.	
	# of projects that Geology Program assists with geotechnical support for contract administration		Establish baseline	TBD	i.e.; drill shafts, pilings, etc. Landslide mitigation, subgrade stabilization, groundwater issues. Technology transfer to field personnel. Improve communication between Designers and Inspectors	
	Proposal date from FDR task force		3/1/2015	TBD		
		<i>Be Leaders in Technology Innovations</i>			Research latest technology to be most effective	
		<i>Provide geotechnical support to contract administration</i>			Will give emphasis to Piles and Shafts. Improve communication between design and the field, verification of design	
		<i>Involve Geologist(s) when we work with Geotechnical Consultant</i>			Assists in knowledge transfer. Mentoring, shadowing, to expedite knowledge level for geologist's	
		<i>Be nimble and innovative when future changes arrive</i>				
		<i>Survey customers and employees to assist in defining future of Geology.</i>			Surveys completed by 12/31/2014	
		<i>Use information from surveys to write proposal of what Geology looks like both short and long term, and provide recommendations to Executive Staff.</i>			Recommendations made to Executive Staff by 3/15/2015	

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<b>Minimize Risks from Geological Hazards</b>						
	# of outreach opportunities		2 presentations per year	TBD	Presentation includes possible projects with rockfall risks with cost estimates.	
	Rating scale identifying geological hazards		80%	TBD		
		Be proactive in mitigating geological hazards			Review worst slopes and present to Districts or Maint.	
		<i>Improve communication with district maintenance personnel</i>			i.e.; landslides, rock falls, collapsing and swelling soils, etc., Attend yearly maint. meeting, make presentations, maint. Foreman meetings in District.	
		<i>Train maintenance personnel on identifying geological hazards</i>			Options: Meet with pertinent maint. personnel and review on site. Meet at the Annual Maint. Meetings, Hold once/year meeting per District with Foreman at Dist. HO	
		<i>Prioritize rock slopes to mitigate</i>			Work with maintenance personnel to validate priorities. Review highest risk slopes and meet with the responsible Maint. Shop.	

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Provide High Quality Products and Services						
	% of reduction in late PCS activities		30%	TBD		
	\$ amount of projects on shelf		\$200,000,000	TBD	Projects on shelf	
	% of projects ready to let		100% by June of each year	TBD		
	Rating from Customer satisfaction survey		not less than 90%	TBD	Conduct by December 31, 2014. Actual survey completed by November, 2014.	100% (14)
		<i>Work with SPIP to develop and conduct a customer satisfaction survey and follow-up with valid suggestions</i>				
		<i>Continue to adhere to checks and balances for product delivery</i>			Continue to review processes	
		<i>Ensure databases are kept up-to-date with current information</i>			Tie to PMI.	
		<i>Begin with end in mind</i>			Constructability of ideas. During design, always pay attention to constructability	

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<b>Maintain a Safe Work Environment</b>						
	# of employee injuries per year		0 per year	TBD		0 (2013) 2 (2012) 0 (2013)
	# of safety meetings held with Geologists		At least 4/year	TBD	Hold quarterly meetings. Have held 11 in the last 3 years	11 in 3 years
	# of toolbox safety meetings held with Drillers		At least 8 per year	TBD	23 meetings held in the last 2 years. No records beyond 2 years.	23 in 2 years
	# of preventable incidents		0 per year	TBD	Includes personnel and equipment	2 (2013) 1 (2012) 1 (2011)
		<i>Hold site specific safety meetings and demonstrations</i>			Tie to PMI	
		<i>Hold and document monthly/quarterly safety meetings</i>			Share lessons learned	
		<i>Keep current on any changes in traffic control procedures</i>				
		<i>Provide appropriate personal protective equipment</i>			Review with Craig prior to safety meetings and discuss with Program	